

Chemical Store

Code: ANCMF-AU-TH-CS-04 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces, including shelves and containers.
- Sanitise all high-touch surfaces, including door handles and light switches.
- Mop floors using appropriate cleaning solutions to remove spills and stains.
- Ensure all rubbish bins are emptied and cleaned.
- Inspect and clean ventilation grilles to prevent dust accumulation.
- Wipe down all storage containers and ensure labels are legible and clean.
- Check for and remove any cobwebs or insect presence.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all surfaces with a microfibre cloth.
3. Sanitise high-touch areas using a disinfectant spray and cloth.
4. Mop the floor with a neutral pH cleaner, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and clean bins with a disinfectant.
6. Inspect ventilation grilles and clean with a vacuum or damp cloth.
7. Wipe down storage containers with a damp cloth and ensure labels are visible.
8. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

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|--------------------------------|----------------------------|---------------------------------------|
| • Microfibre cloths | • Neutral pH floor cleaner | • Rubbish bin liners |
| • Colour-coded cleaning cloths | • Mop and bucket | • Personal protective equipment (PPE) |
| • Disinfectant spray | • Vacuum cleaner | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless, no dust or residue visible. Floors are clean and dry with no stains. High-touch areas are sanitised and free of smudges. Rubbish bins are clean and odour-free. Ventilation grilles are dust-free.
Good	Minor dust on surfaces, but generally clean. Floors have no major stains. High-touch areas are mostly sanitised. Rubbish bins are clean with slight odour. Ventilation grilles have minimal dust.
Pass	Noticeable dust on surfaces. Floors have visible stains. High-touch areas are partially sanitised. Rubbish bins have some odour. Ventilation grilles have visible dust.
Fail	Heavy dust accumulation on surfaces. Floors are stained and sticky. High-touch areas are not sanitised. Rubbish bins are dirty and odorous. Ventilation grilles are clogged with dust.